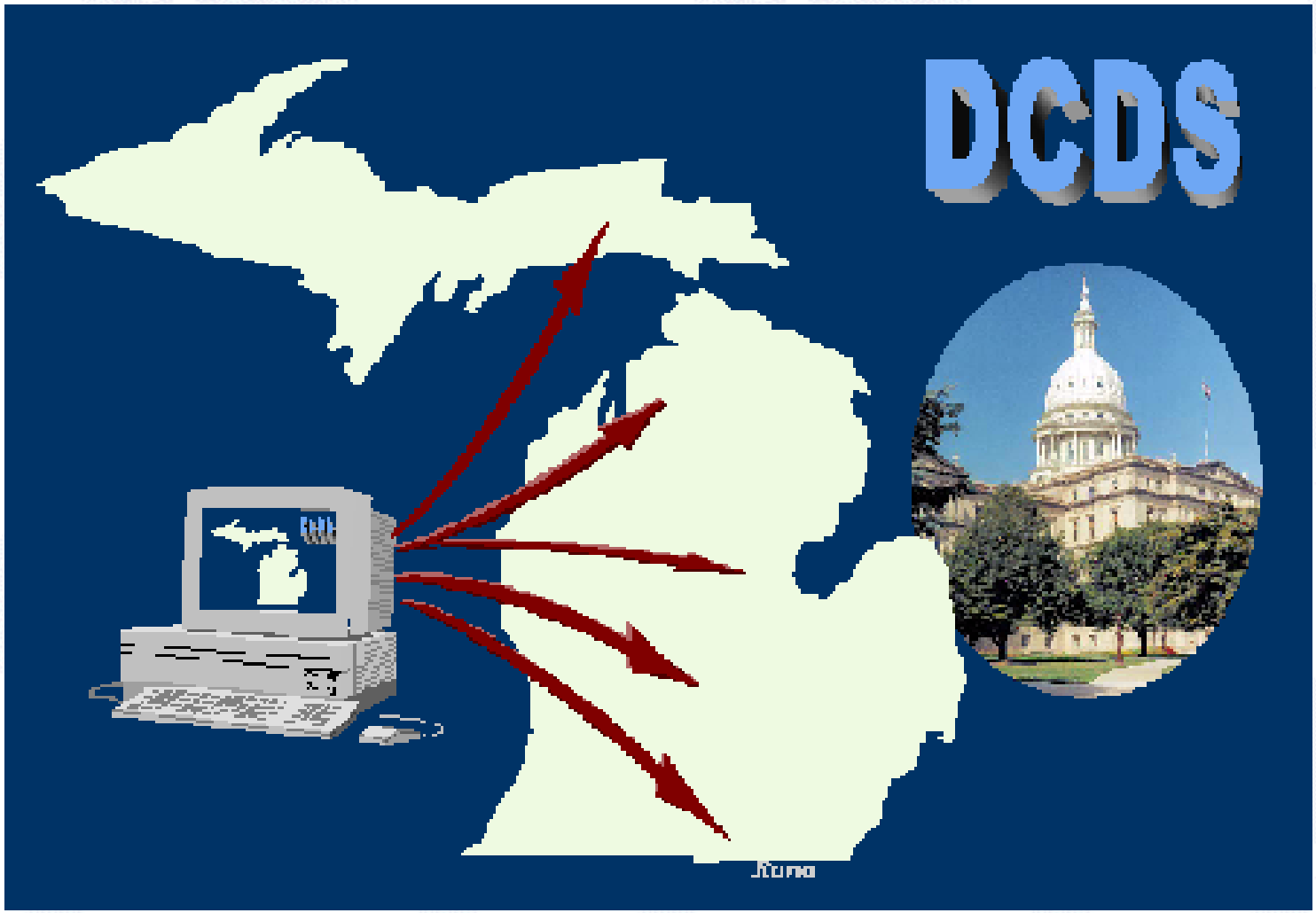
Welcome to Employee Level Payroll Entry



What Is DCDS?

Data Collection Distribution System

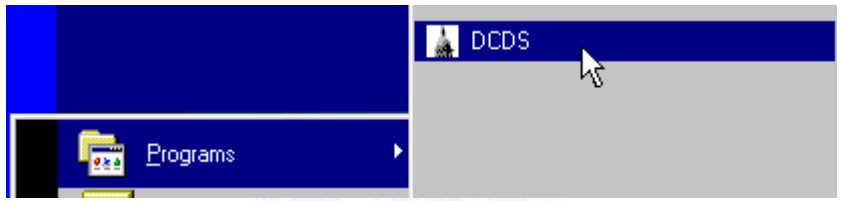
- Collects Timesheet Data
- Collects Information on Payroll Distribution

Getting Started!

There are several ways DCDS may have been installed on your workstation. Some methods have provided desktop icons, some have not. If you have a desktop icon for DCDS, it may be used. If not, start DCDS with whichever of the click paths below is available to you.

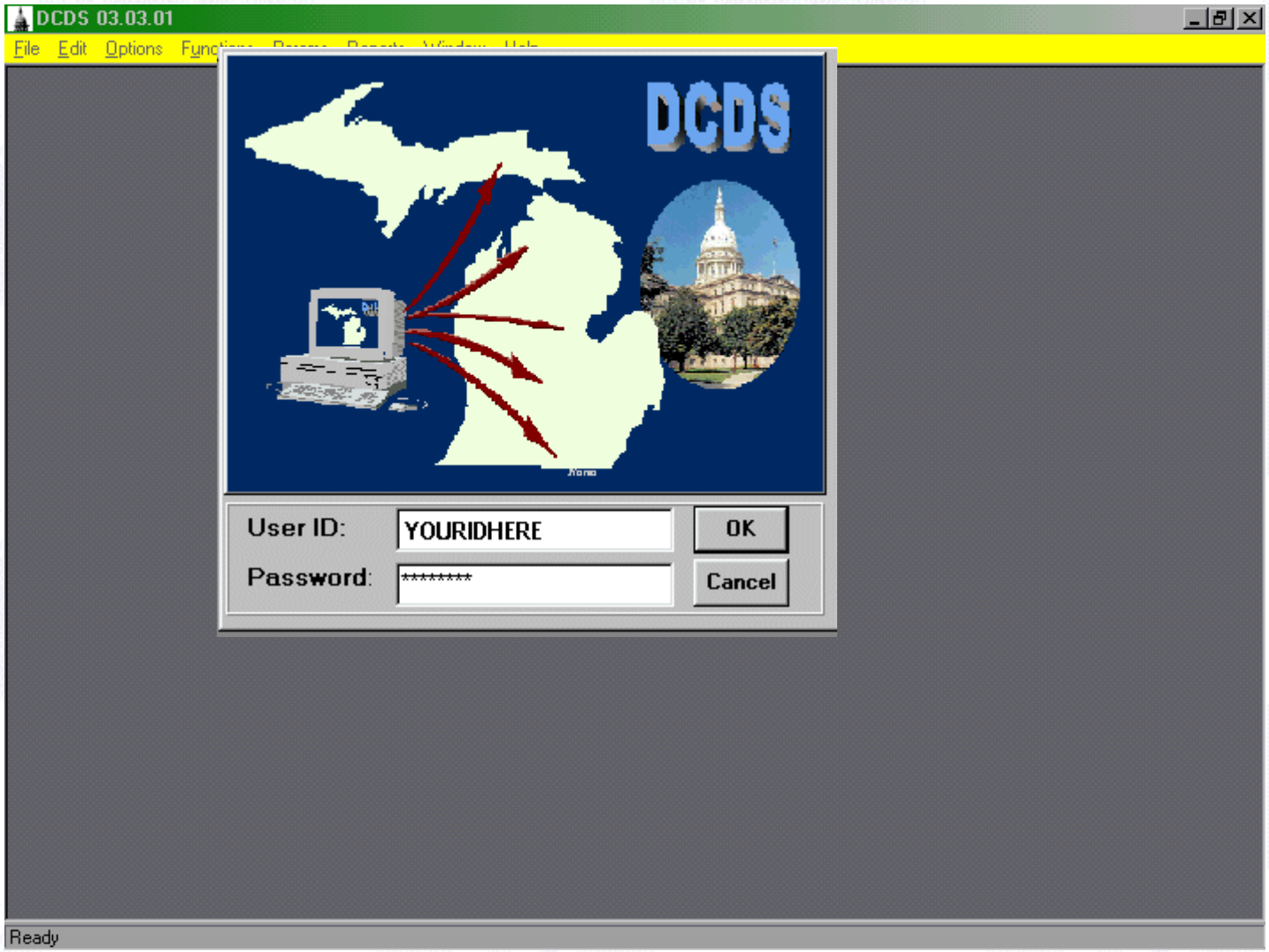
- Click **Start | State Applications | DCDS**

- Click **Start | Programs | DCDS**

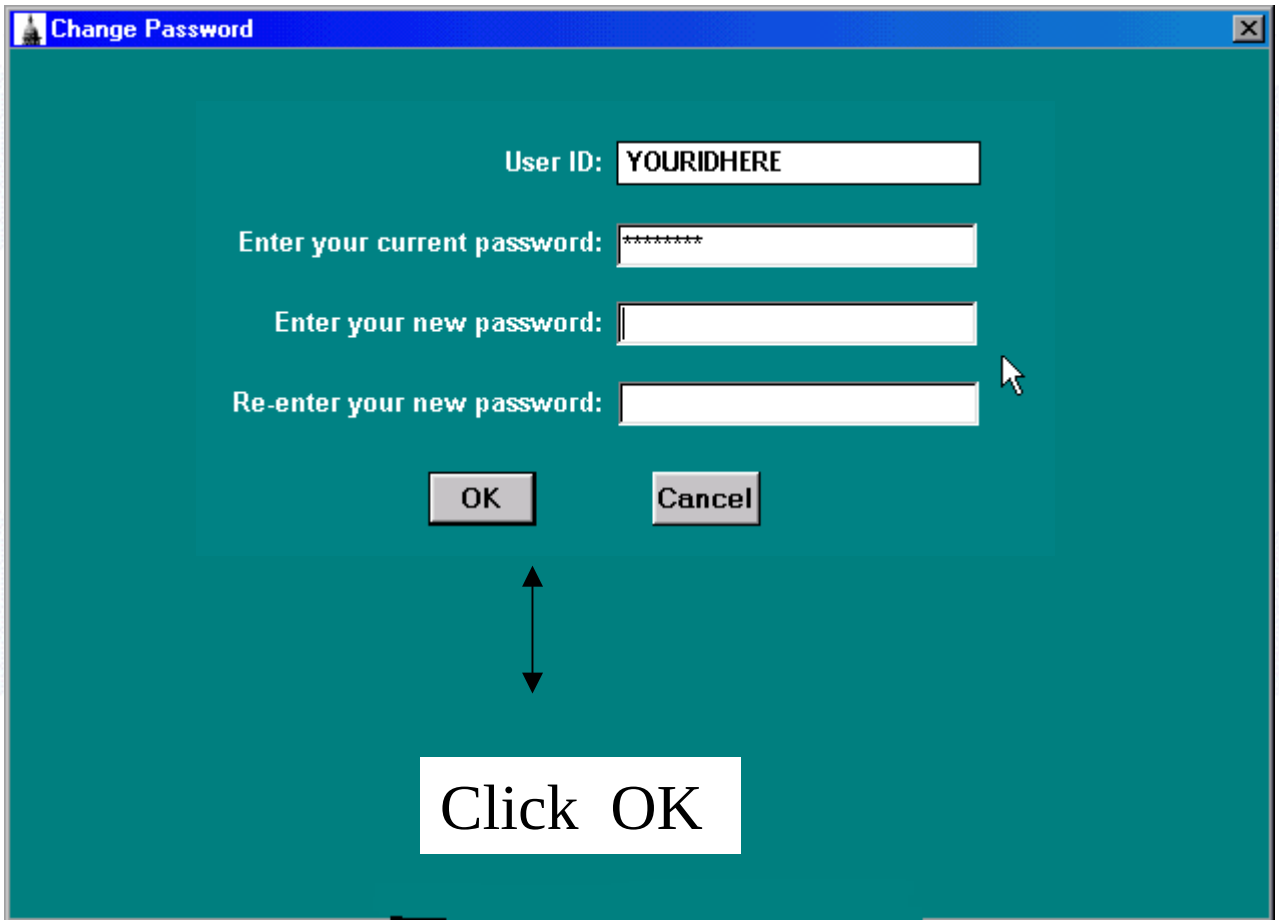


- Click **Start | FIA Applications | DCDS**

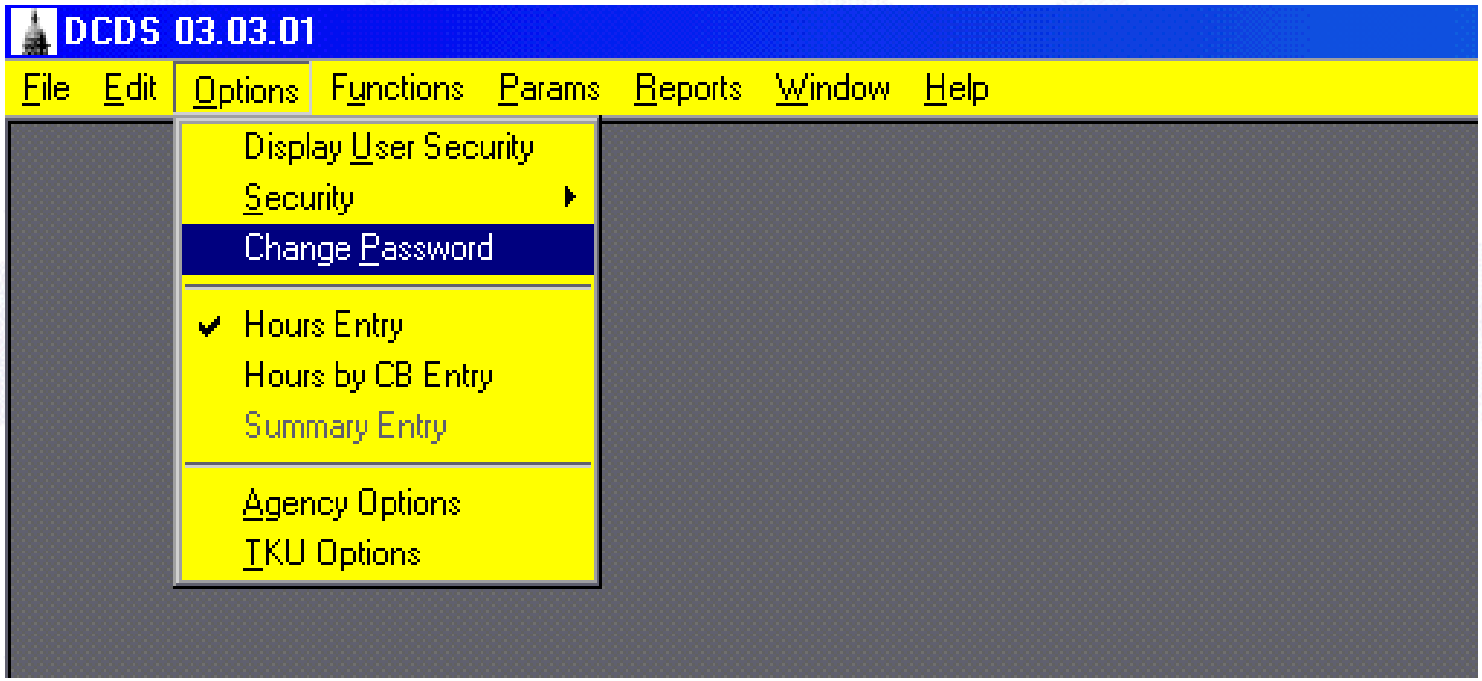
Enter your User ID, usually your e-mail name. (It will show as CAPITAL letters.)
Enter your Password.



Pick A New Password



How to Change Your Password



If you wish to change your password, CLICK…

Options

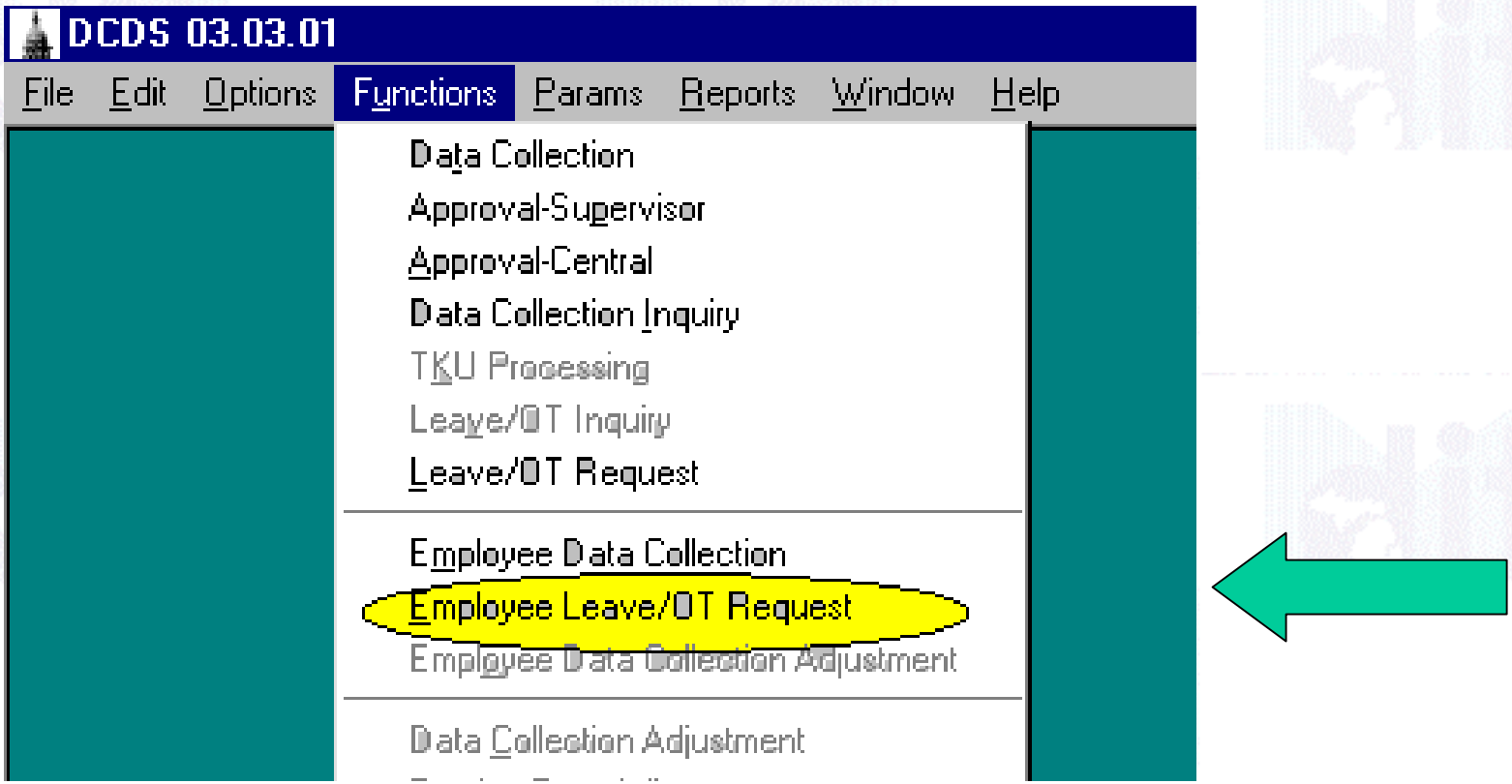
Change Password

How To Request Leave

- What screen to use
- Reviewing leave balances
- How to enter requests
- Comments
- Submitting for approval
- E-mail notification

To request leave:

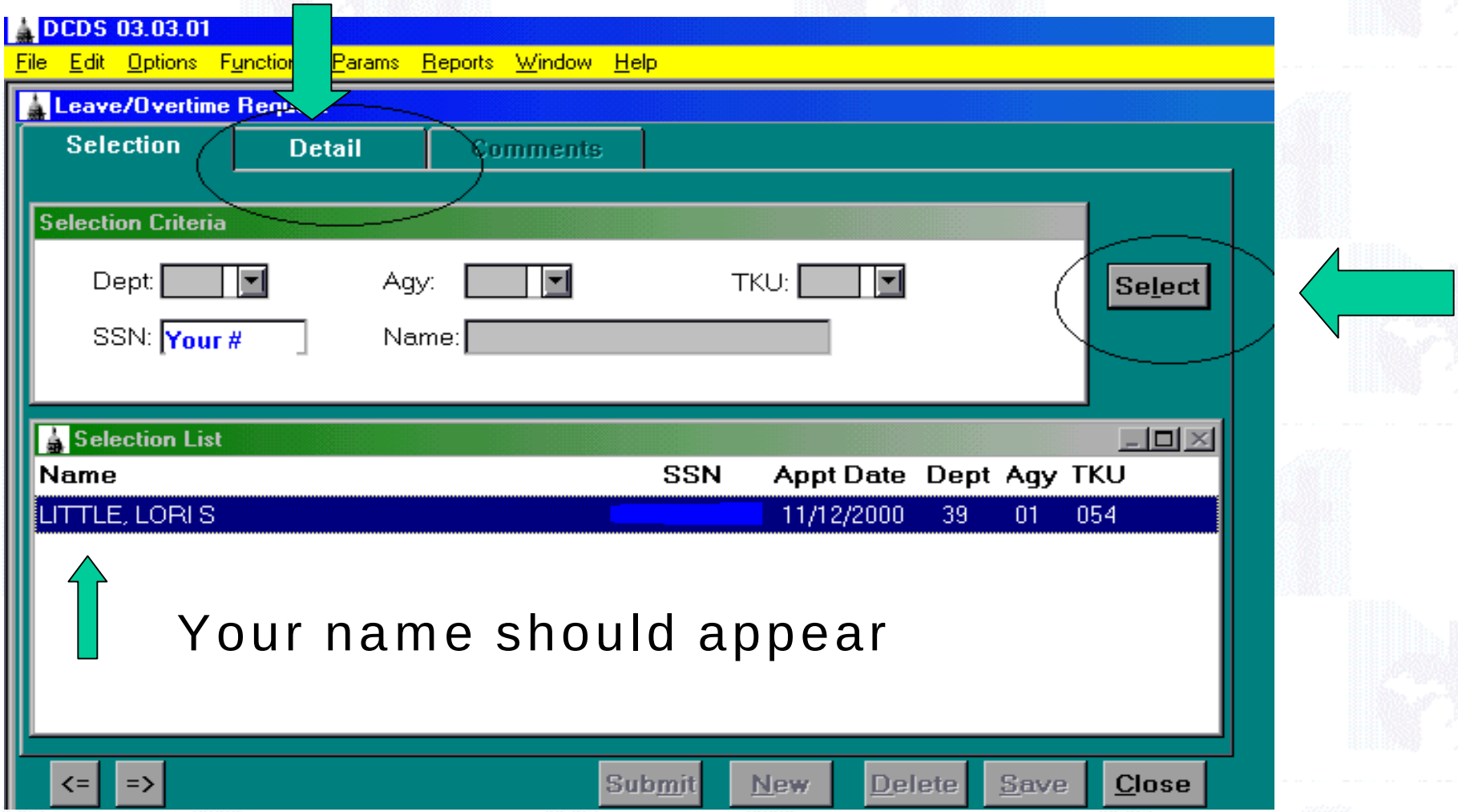
- Click Functions
- Employee Leave/OT Request

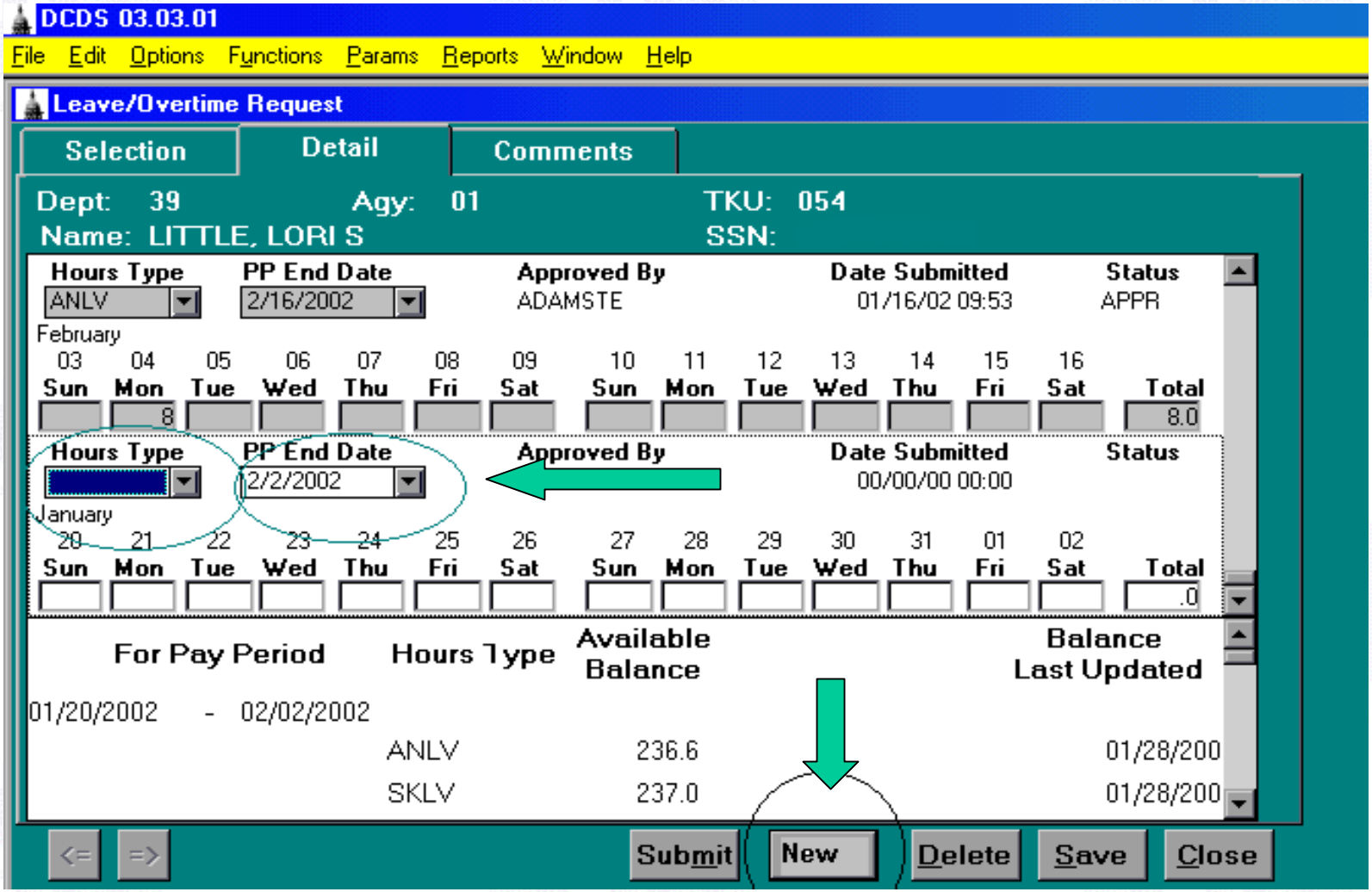


The SSN field shows a version of your Employee number. Verify it.

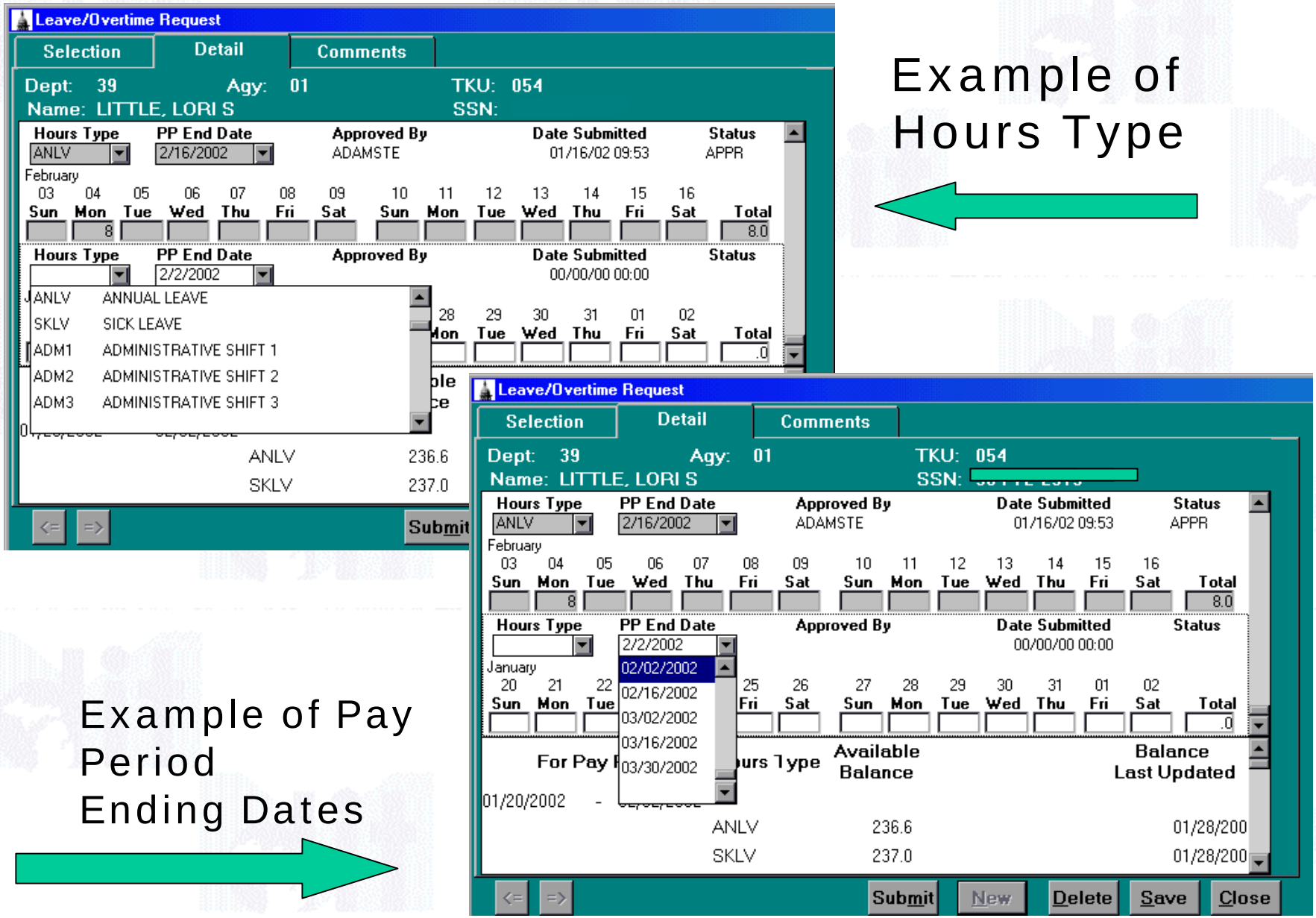
Click Select

Click Detail



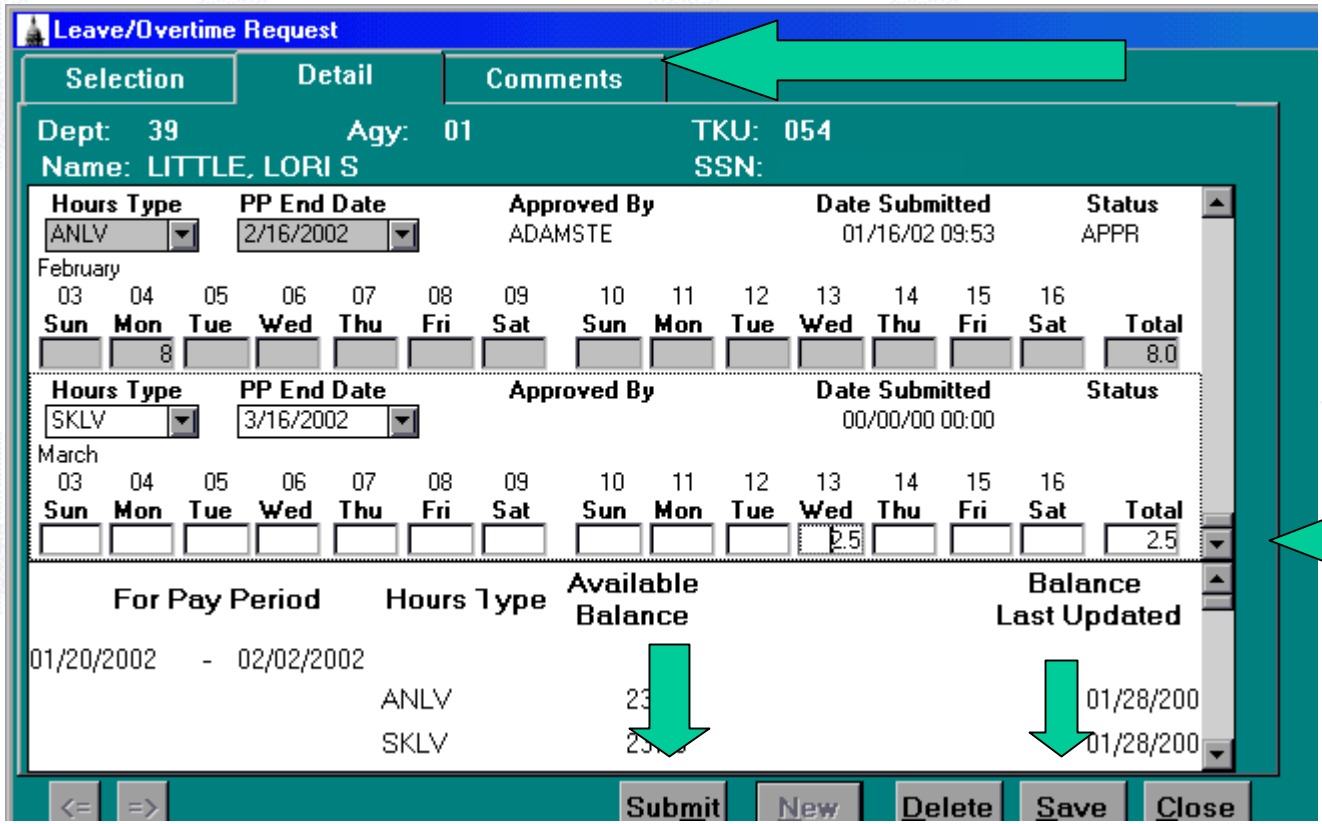


- Click the New Button
- Select Hours Type and Pay Period Ending Date



Example of Hours Type

Example of Pay Period Ending Dates



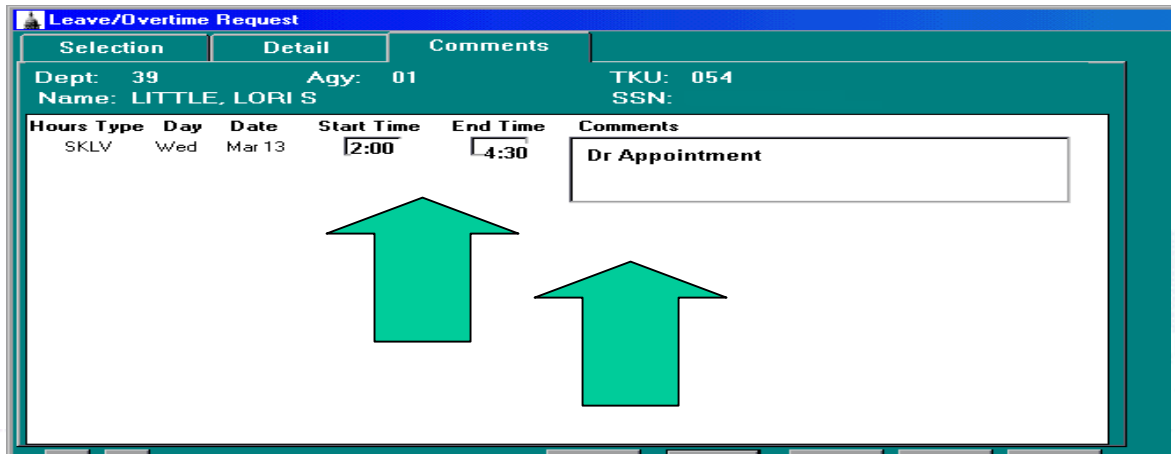
Enter number of hours

Enter Comment

Enter Start and End time of Leave hours

Click on Save

Click on Submit



The following kinds of leave must have comments!

- Start and End time for all leave hours
- Sick leave/FMLA - reason
- Administrative leave - reason
- Jury duty - reason
- Union business - reason

Per DIT Human Relations Management

There are ONLY 3 acceptable comments for Sick Leave usage.

1. Personal illness
2. Family illness
3. Dr. Appointment

NOTE: The acceptable comments above are for DIT staff only. All other Department/Agency staff: contact your Human Relations Management for clarification of appropriate comment entries.

Notification to Supervisor

Clicking the Submit button automatically notifies the supervisor of a leave request through the state email system.

Supervisor then must access the DCDS program to approve/reject the request

Approval/Rejection of Leave Requests

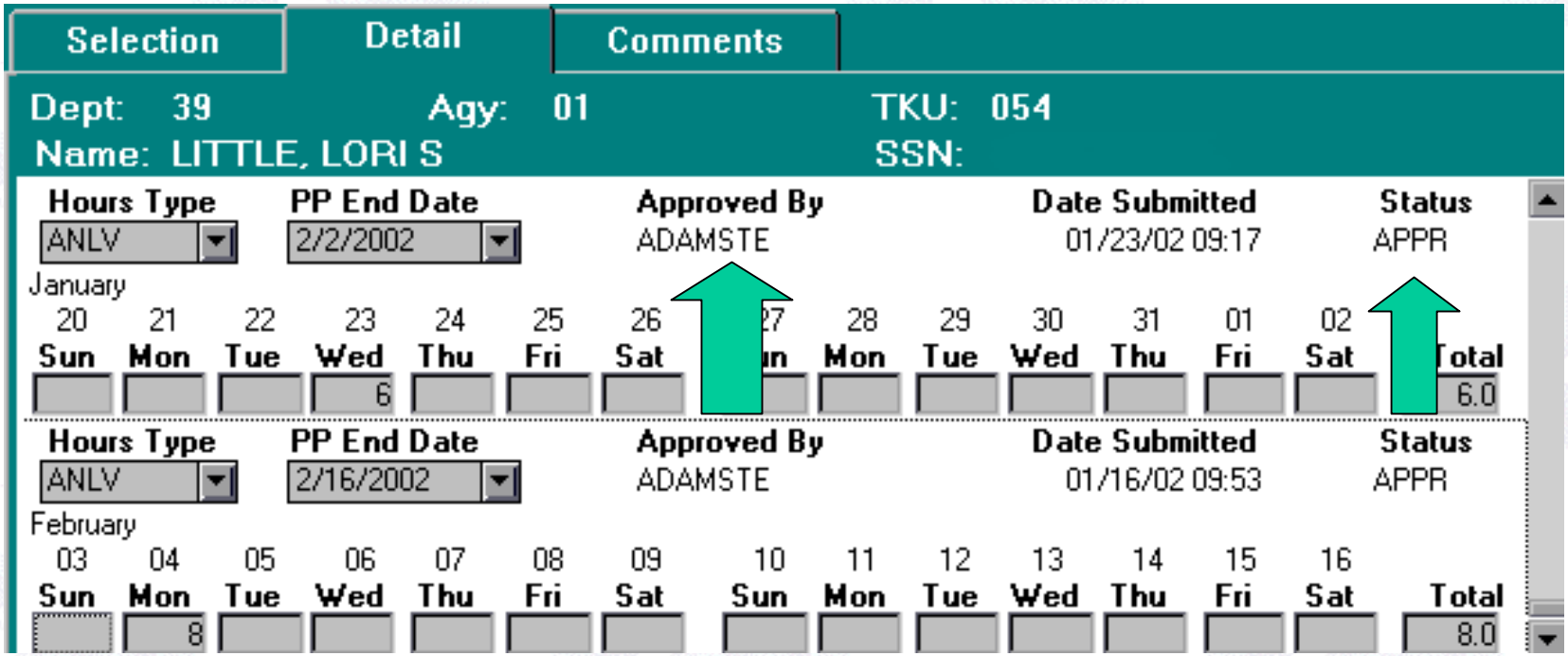
When your supervisor has approved the request, the DCDS system will AUTOMATICALLY place the leave or overtime directly on your timesheet.

DO NOT remove or add leave or overtime directly on your timesheet.

When your leave has been approved/rejected, an e-mail is automatically generated notifying you of the response.

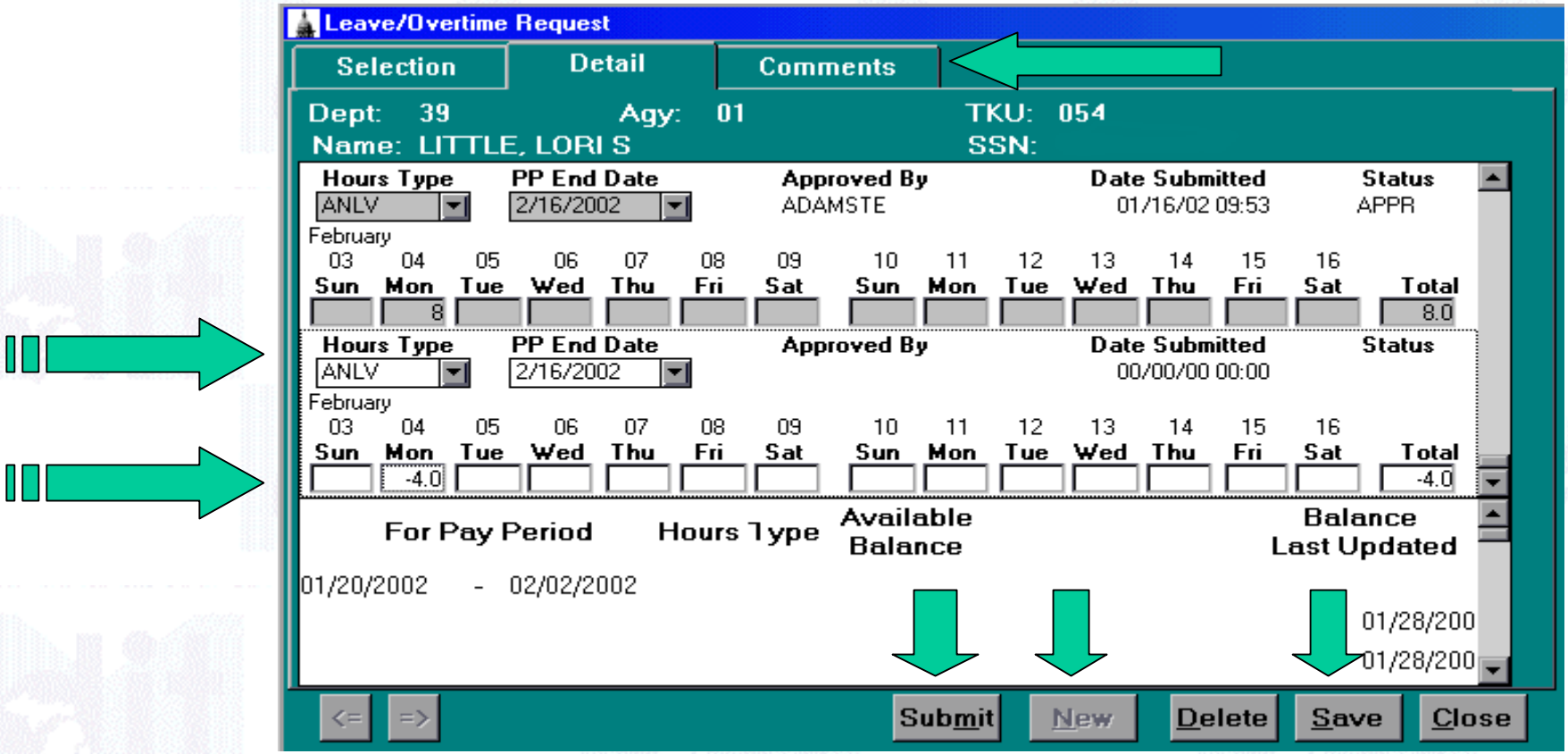
Make sure to update your regular hours so that the total of regular and leave hours for a day equals your normal hours.

After supervisor has processed:



Approval or rejection will be listed on your leave request

To remove leave requests

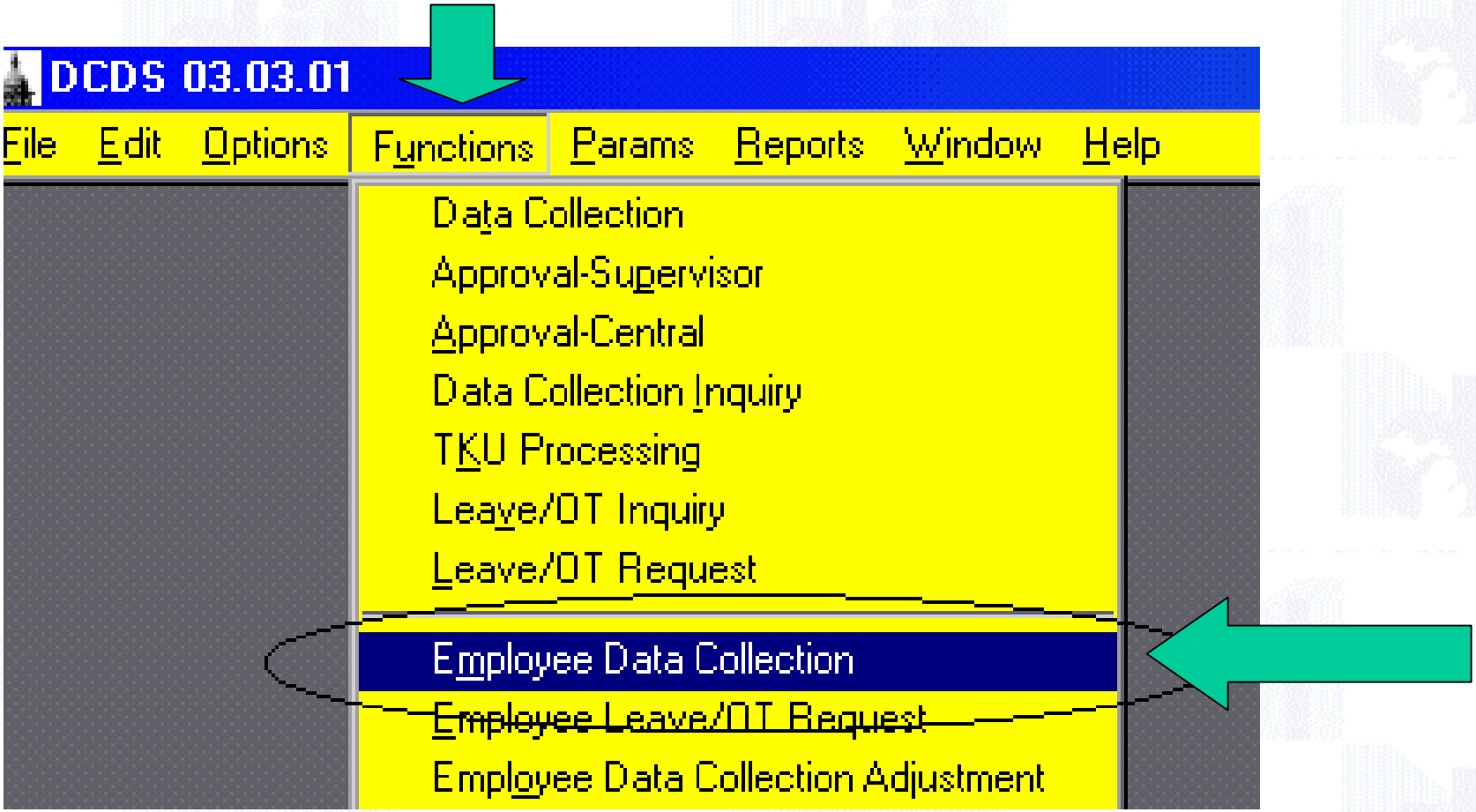


- Click New
- Pick Hours Type and Pay Period Ending Date
- Enter the amount you wish to delete as a negative
- Enter Comments
- Save
- Submit

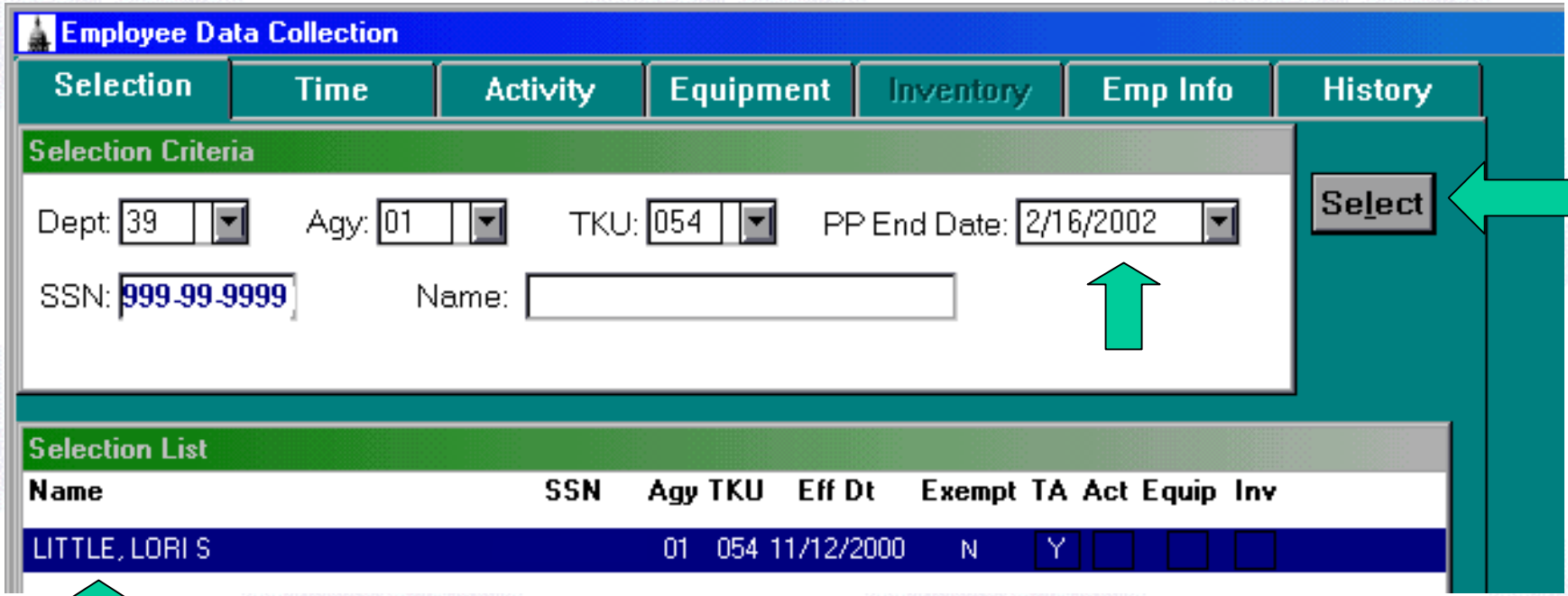
The Supervisor Approval Process will then be repeated

- E-mail notification to Supervisor
- Supervisor accesses DCDS to approve
- E-mail back to employee verifying approval
- DCDS removes leave from the timesheet

Your Timesheet



1. Click on Functions
2. Select Employee Data Collection



Your Department, Agency and TKU Number will Appear

Select the pay period ending date

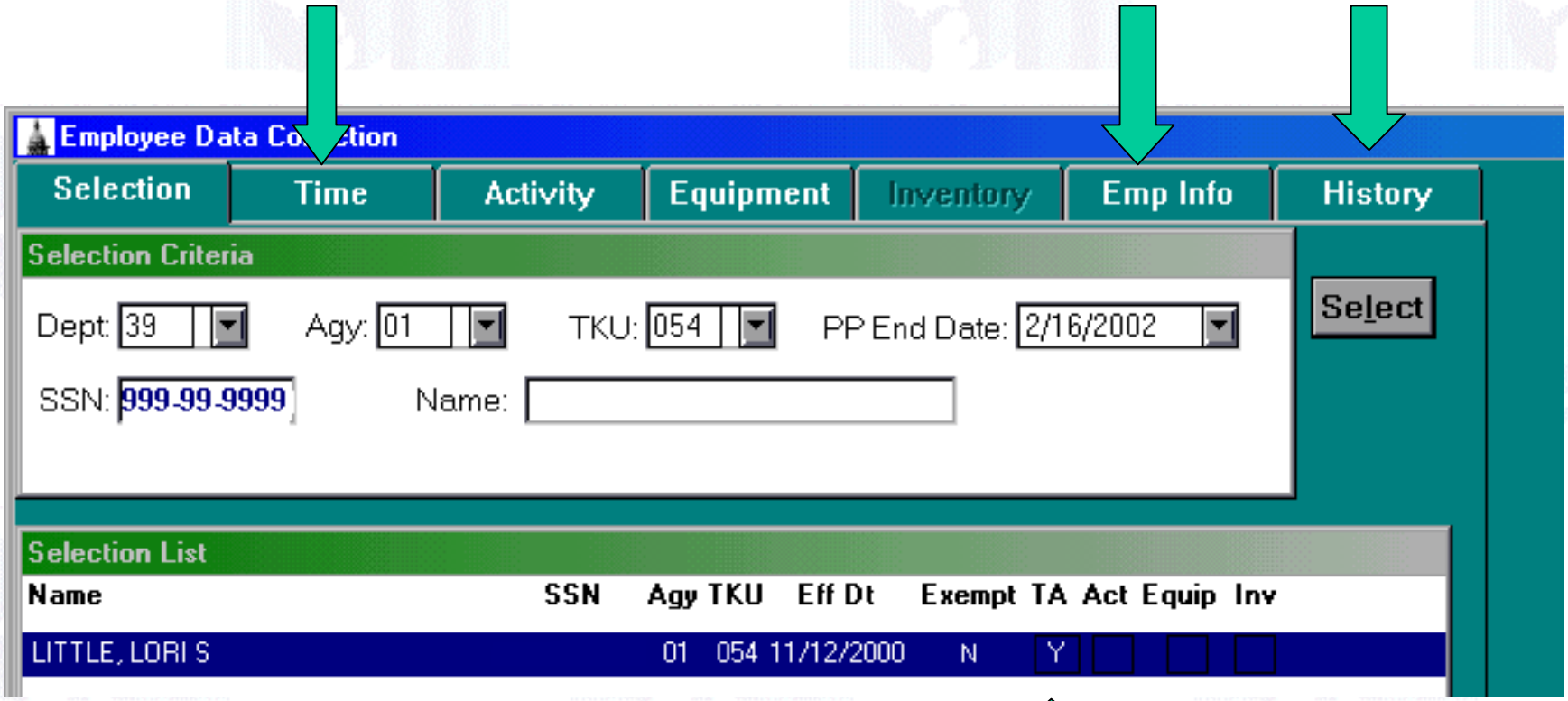
Click Select

Your name should appear

Time – your timesheet

Emp Info – leave balances – general info

Timesheet history



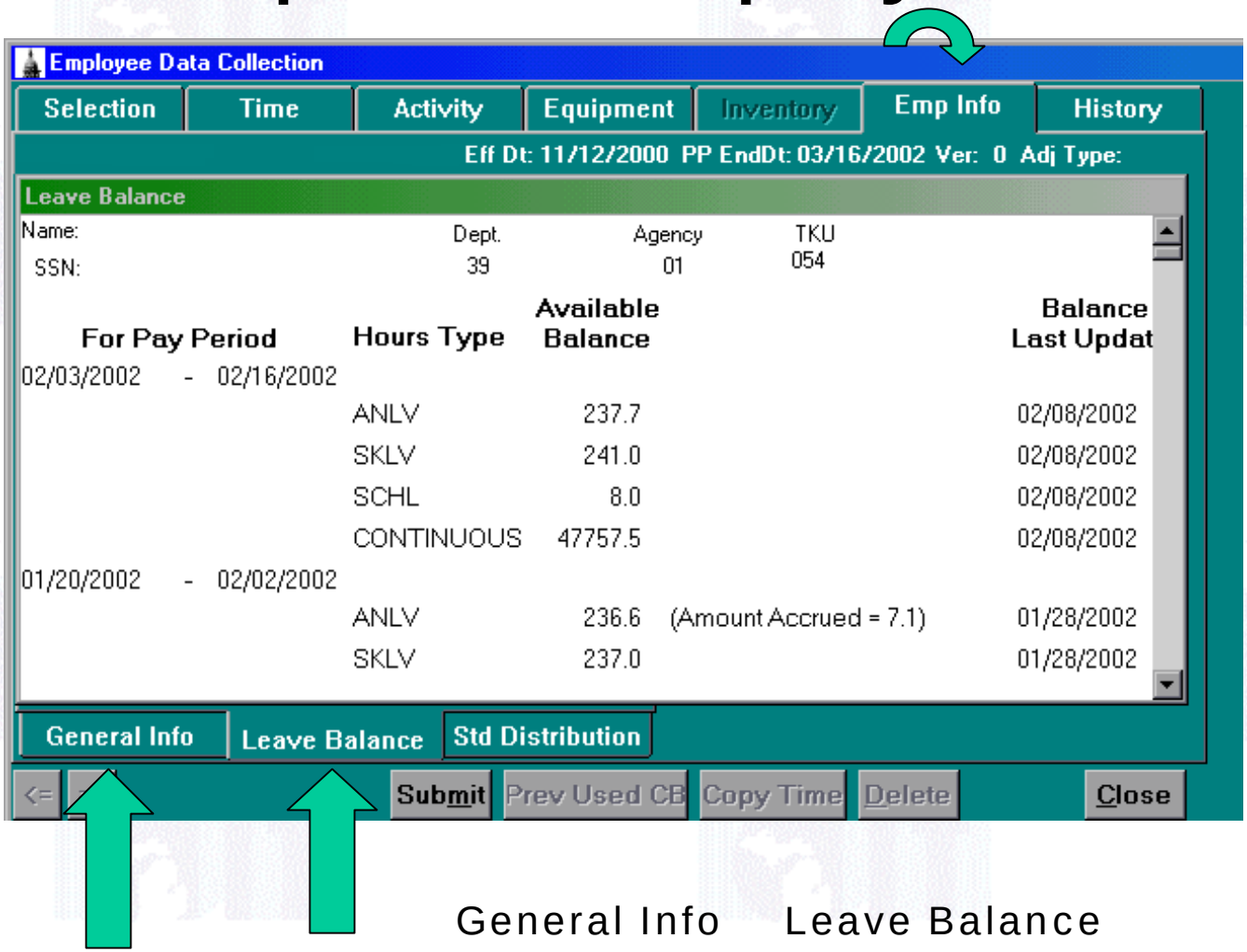
Status of your timesheet

Y – Saved

S – Submitted

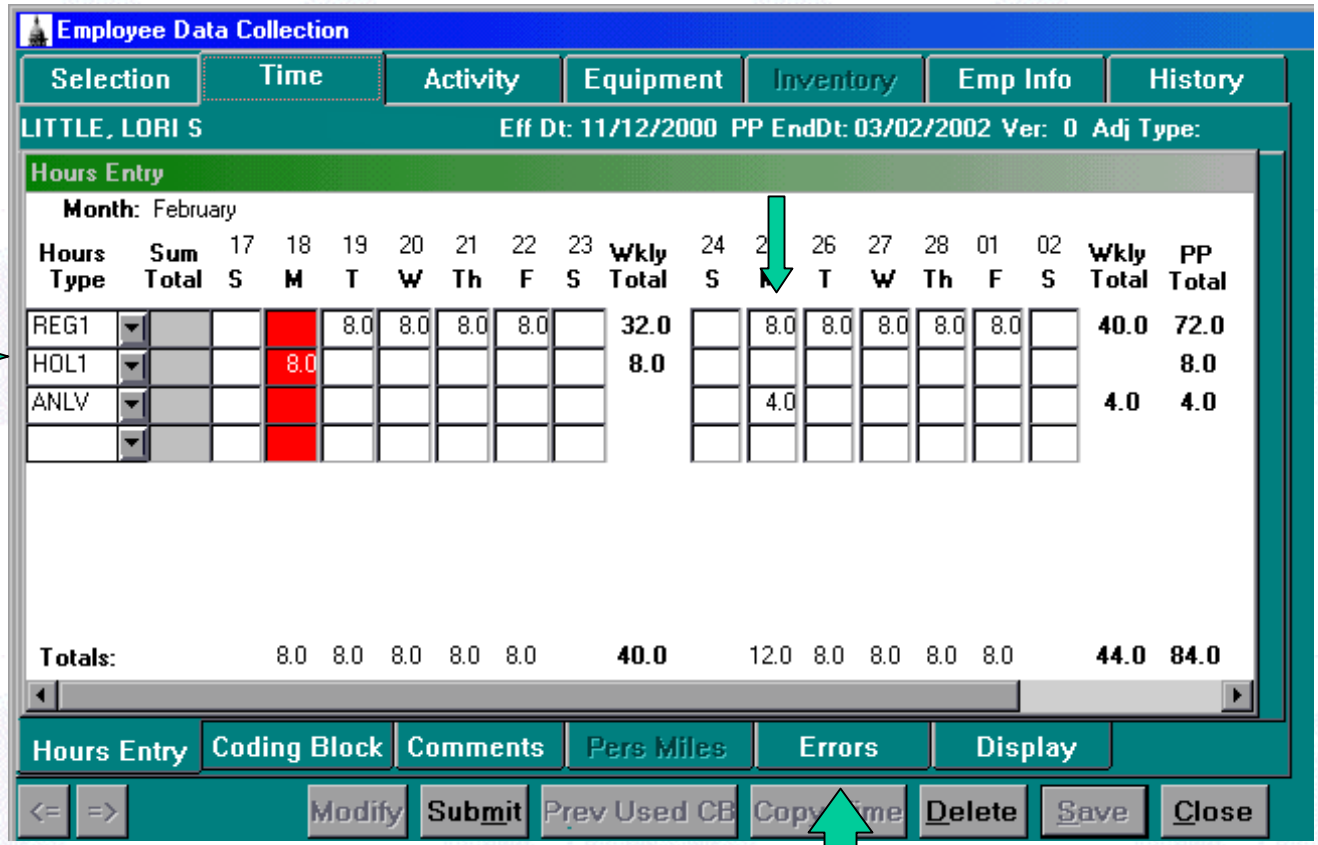
A - Approved

Example of Employee Info



General Info Leave Balance

Example of a Timesheet



Holiday Hours: record holidays as 8 hours, HOL1, not REG1

- use ANLV or SKLV on holiday as well, if working long days

Review for Regular Hours Reduction

Review for Errors

Your Timesheet

- Leave requests must be approved and recorded by the system on your timesheet before submitting the timesheet
- Review for Missing Comments
- Update Hour Types as needed (Holiday, hours worked, hours not worked)

Click Save

Click Submit

Notes to Remember

- You may **save** as many times as needed, but can only **SUBMIT once**.
- **Do not** add, change, or remove **Leave Hours** directly on your timesheet. Process through the Leave/Overtime Request. However, you will need to adjust or update your **regular time** so the combination of all time on a given day equals the number of hours normally worked on that day.
- You cannot modify a timesheet after submission; only the Timekeeper or Supervisor can.

What happens after you submit your timesheet?

- Your timesheet is automatically forwarded to your supervisor for approval.
- Once **approved**, the letter **A** will be placed on the Employee Data Collection Selection Tab.
- The timekeeper reviews for errors, completes the audit.
- Human Resources certifies and releases for payroll processing.

Payroll is Completed!

Questions? Consult your Timekeeper, or call the MAIN Help Desk:

Toll Free: 1-800-856-6246

Local: 517-373-6222